



## 2012-2013 Financial Agreement

The purpose of this document is to encourage clear communication between the school and the parent responsible for tuition payment.

### I have read and understand the following:

#### Tuition and Fees

- Tuition and fees are payable to The King's Academy or designated entity of the school.
- All fees and June and July tuition are **non-refundable payments and are non-transferable**, except when a student is not accepted.
- The New Student Application Fee will be due when the Admission Application is made. The Returning Student Registration Fee is due with the Returning Student Application. Applications will not be accepted without the attached fee(s).
- The first payment of the Curriculum/Activity Tech fee deposit (\$275) is due by March 15. Deposit is \$300 after March 15. (In cases where a student is accepted after June 1, the Curriculum/Activity fee deposit is due within 15 days of acceptance.)
- The balance of the Curriculum/Activity fee and the Campus Development fee or the 1<sup>st</sup> installment of each is due June 1 with subsequent payments due the remaining four months.

#### Monthly Tuition

- Tuition is due on the 1<sup>st</sup> of the month and late after the 10<sup>th</sup> of the month.
- Payment must be delivered to the office by an adult or mailed (postmarked no later than the 10<sup>th</sup> of the month).
- Teachers and Teacher Assistants are not allowed to accept tuition payments.
- Parents should not send tuition payment to school through their child.

#### Late Tuition

- There will be a **\$20.00 per student** late charge assessed to all tuition received after the 10<sup>th</sup> of the month.
- If the 10<sup>th</sup> falls on a weekend, payment is due by 3:00 p.m. the following Monday and no late fee will be charged.
- If the 10<sup>th</sup> falls on a school holiday, tuition must be paid prior to the holiday to avoid a late fee charge.
- Late fee charges will be posted on the monthly account statement mailed each month.

#### Two-Month Delinquent Account

- The parent will be notified if the amount due becomes two-months delinquent. Payment in full must be received by the finance office by the 15<sup>th</sup> of the second month for the student to be allowed to attend classes on the 16<sup>th</sup> day of that month or the next scheduled school day.
- Checks presented must be dated for the day given or a previous date, no checks will be held for future deposit.
- The Administration reserves the right to require two month delinquent payments to be made in cash, money order, or by credit card. (Note: If paying by credit card, a 5% service charge will be added.)
- Due to the financial obligations of the school, no payment plans will be made.
- Late fees will not be waived.
- The student may return to class the day the balance has been paid in full.

#### Registration Day

- All accounts must be paid in full by Registration Day (Aug. date) in order for the student to register.
- The administration reserves the right to require two month delinquent payments to be made in cash, money order, or by credit card. (Note: If paying by credit card, a 5% service charge will be added.)
- Due to the financial obligations of the school, no payment plans will be made.
- Late fees will not be waived.

#### Returned Checks

- There will be a charge of **\$40.00** for any check (tuition, lunch, PTF, etc.) returned to the school by the bank. If two checks are returned unpaid, all future payments must be made in cash.
- The school will not hold checks for later deposit.

#### Student Charges

- Any financial obligations other than tuition (lunch, extended care, over night field trips, yearbooks, etc.) will be charged to the student account and be reflected on the monthly statement.

#### Student Withdrawal

- If a student withdraws during the academic year, all fees are forfeited. In addition, tuition will be charged for the remaining days of the month.

#### End of the Year Payments

- All accounts must be paid in full by May 15<sup>th</sup> for a student to be allowed to attend classes on May 16<sup>th</sup>.
- Due to the financial obligations of the school, no payment plans will be made.
- Late fees will not be waived.
- Any charges on the account that occur after May 15<sup>th</sup> must be paid in full for the student to receive his/her diploma, Success Report, transcript, and/or school records.

**Release of Records/Re-acceptance**

- No success report, transcript, diploma or student records will be released as long as there is a balance on the account on the last day of the school year. Records will be released as soon as payment is made in full.
- Responsibility for making tuition and fee payments on time falls to the parent, even in the event payments are made by another party.

**Scholarship**

- If the student is on scholarship, the money awarded will be applied evenly to the number of days the student was enrolled at TKA.
- If the student withdraws before the end of the year, the school will retain the balance of the scholarship.

(Please keep this portion for your information and records and return the bottom of this page with your registration.)

*(Cut here and return the following)*

**I have read the above agreement and will abide by the guidelines set forth.**

I agree to pay the **fees and tuition** according to the following arrangement, and to conclude all required payments before the last day of the school year.

My **tuition** payment preference is (please check one of the following):

- Payment in full on June 1st
- Payment in two increments (June 1<sup>st</sup> and Dec. 1<sup>st</sup>)
- Payment monthly (June - May) due by the 1<sup>st</sup> of each month

My **Curriculum Activity Balance** payment preference is (please check one of the following):

- Balance paid in full by June 1<sup>st</sup>
- Payment monthly (June-October) due by the 1<sup>st</sup> of the month

My **Campus Development Fee** payment preference is (please check one of the following):

- Payment in full by June 1<sup>st</sup>
- Payment monthly (June- October) due by the 1<sup>st</sup> of the month

Student's Name \_\_\_\_\_ GRADE \_\_\_\_\_

Parent or Legal Guardian (Please Print) \_\_\_\_\_

Signature of Parent or Legal Guardian \_\_\_\_\_

Number where you would like to be reached during the day \_\_\_\_\_ Date \_\_\_\_\_